



## Application for Organic Certification

The entire certification process takes 90-120 days for new applicants.

BUSINESS NAME:		
CONTACT NAME:		JOB TITLE:
NAME OF PERSON OVERSEEING ORGANIC PRODUCTION (IF DIFFERENT FROM ABOVE):		JOB TITLE:
WSDA ORGANIC CERTIFICATION NUMBER (RENEWAL APPLICANTS ONLY):	COUNTY WHERE BUSINESS IS LOCATED:	STATE WHERE BUSINESS IS LOCATED:
PHYSICAL LOCATION OF BUSINESS		
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
CITY	STATE	ZIP CODE
PRIMARY PHONE NUMBER		ALTERNATE PHONE NUMBER
FAX NUMBER		EMAIL ADDRESS

### Application Checklists

Please use the checklists to the right and below to ensure that all necessary documents are submitted. All applicants must submit the General Application Forms. Please refer to the checklist under your specific type of your operation to ensure all documents relevant to your application are submitted.

### General Application Forms

- ☐ Application for Certification
- ☐ Sales Summary Form – Renewal Applicants Only
- ☐ Fee Form (Producer, Handler, or Processor)
- ☐ Cost Share Application & W-9

Crop Producer Forms	Livestock Producer Forms	Handler Forms*	Processor Forms
<input type="checkbox"/> Production Yield Form <input type="checkbox"/> Cropping System Plan <input type="checkbox"/> Site Information Forms (One per site. Include a map of each site.)	<input type="checkbox"/> Production Yield Form <input type="checkbox"/> Site Information Forms (One per site. Include a map of each site.) <b>Non-Ruminant Livestock Producers</b> <input type="checkbox"/> Cropping System Plan <input type="checkbox"/> Non-Ruminant System Plan <b>Ruminant Livestock Producers</b> <input type="checkbox"/> Ruminant System Plan	<input type="checkbox"/> Handling System Plan <input type="checkbox"/> Product Summary – Handler <input type="checkbox"/> For each NEW product: Labels, & supplier certificates  * Including Retail Stores, Restaurants, Brokerages, and Marketing Companies	<input type="checkbox"/> Hand. & Proc. System Plan <input type="checkbox"/> Product Summary –Processor <input type="checkbox"/> For each NEW product: Product Formulation Forms, labels, supplier certificates, and accompanying documentation.

**SEND APPLICATION AND FEE TO:**  
Washington State Dept of Agriculture  
PO Box 42560  
Olympia WA 98504-2560

**Checks returned by the bank will be charged a handling fee of \$25.00**  
(RCW 62A.3.51(a) and 62A.3.520)  
Note: All business related information submitted or collected is confidential and exempt from public inspection and copying (RCW 15.86.110)



## Organic Operator Agreement

BUSINESS NAME:	
BUSINESS INFORMATION (PLEASE CHECK APPROPRIATE BOX):	
<input type="checkbox"/> INDIVIDUAL (SOLE PROPRIETORSHIP)	
<input type="checkbox"/> INDIVIDUAL "DOING BUSINESS AS:"	
<input type="checkbox"/> GENERAL PARTNERSHIP. LIST NAMES OF THE OWNERS OR PARTNERS:	
<input type="checkbox"/> CORPORATION. PLEASE COMPLETE THE SECTION BELOW.	
PRESIDENT:	VICE PRESIDENT:
SECRETARY:	TREASURER:
NAME OF REGISTERED AGENT:	
ADDRESS OF REGISTERED AGENT:	
PRIMARY PHONE NUMBER FOR REGISTERED AGENT:	EMAIL ADDRESS FOR REGISTERED AGENT:

**Organic Operator Agreement** (The person signing the Organic Operator Agreement must be authorized to represent the business.)

I, \_\_\_\_\_, as an authorized representative of

[Business Name] \_\_\_\_\_ depose and say that I will:

1. Fully comply with all applicable organic production and handling regulations in accordance with Title 7 CFR Part 205 National Organic Program Rule and Washington State Chapter 16-157 WAC Organic Food Standards and Certification.
2. Establish, implement, and update annually an organic production or handling system plan that will be submitted to WSDA Organic Food Program.
3. Supply WSDA Organic Food Program with all information required to verify compliance with the National Organic Program Rule.
4. Permit on-site inspections with complete access to the production or handling operation, including noncertified production and handling areas, structures, and offices by WSDA Organic Food Program. These inspections may be announced or unannounced at the discretion of WSDA Organic Food Program or as required by the Administrator of the National Organic Program.
5. Maintain all records applicable to the organic operation for not less than five (5) years beyond their creation.
6. Allow authorized representatives of WSDA Organic Food Program, or the Secretary of Agriculture access to these records under normal business hours for review and copying to determine compliance with the National Organic Program Rule.
7. Submit to WSDA Organic Food Program the applicable fees as described on the most current fee schedule.
8. Immediately notify WSDA Organic Food Program about any application, including drift, of a prohibited substance to any field, production unit, site, facility, livestock, or part of an operation.
9. Immediately notify WSDA Organic Food Program of any change in our certified operation or portion of it that may affect its compliance with the National Organic Program Rule.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:	DATE:
PRINT NAME	JOB TITLE: